

TITLE I Program
ASSIGNMENT REQUEST SUMMARY FORM

Purpose: To summarize work requests

To be used by the Planning Council co-chairs, Planning Council Committee co-chairs or Planning Council Members with prior approval from Planning Council chair.

Date request is made: _____ **Completion date requested:** _____

I. Requestor: *(Identify Committee/ Committee Chair/ or PC Member)*

This request was: *Approved by Committee Chair?* **YES**___ **NO**___
or approved by other (name and committee) _____

II. Purpose of Request:

a. Are there other assignments related to this currently in progress? b. Can you help us understand what bigger picture this assignment fits into? c. What will this assignment help accomplish?

III. Data and Information Sources:

a. Can you provide us with any background information related to your request?

- The Planning Council Liaison or Program Coordinator will respond to your request.